

**Essex Regional Retirement System
Receptionist/Office Manager**

The Essex Regional Retirement System is seeking a Receptionist/Office Administrator to perform administrative and clerical tasks in support of the retirement system office and staff. This is an hourly/non-exempt position with a starting wage of \$18.50 per hour for a 37.5 hour work week. A complete job description is available on the retirement system's website at www.essexregional.com. Submit your cover letter and resume via email to Charles E. Kostro, Executive Director, Essex Regional Retirement System, at ckostro@essexrrs.org. This position will remain open until filled but interviews for this position will begin on or about May 20, 2019.